

Advancement Handbook for Master-at Arms (MA)

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Master-at-Arms (MA) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for MA3

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General MA Skill Area	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Read and explain UCMJ Article 31 to military suspects and inform the accused of charges
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures for administering a warning and a cleansing warning • Who must be warned • Who must give the warning • When the warning must be given
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 4 • Manual for Courts-Martial, Part III • NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for administering a warning and a cleansing warning, who must be warned, who must give the warning, and when the warning must be given.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inform personnel of mast/courts-martial and brief suspects on executive officer's inquiry (XOI)
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Inform the accused of the charges preferred against him or her • Give the name of the person who preferred the charges and the name of the person who ordered the charges to be preferred • Explain that an XOI is not NJP, but a review of the record and report chit of the accused
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 4 • Manual for Courts-Martial, Part III • NAVEDTRA 12740, Chapter 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on who should inform personnel of the location, time, the uniform to be worn at mast/courts-martial, and the procedures for conducting an executive officer's inquiry.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Officiate at executive officer's inquiry, captain's masts, and courts-martial
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Who has the authority to impose masts • Who is subject to NJP • The right to appeal NJP and get a Courts-Martial • Maximum punishments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual for Courts-Martial, Section V-5 • NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for holding XOI and imposing NJP, who is subject to NJP, the right a person has to request trial by courts-martial, and the maximum punishment they can receive.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain order at courts-martial and captain's mast
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for controlling unruly individuals.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the steps to be taken when a member has to be restrained at a hearing.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Testify at official proceedings
<i>Knowledge</i> you should have to perform this skill:	You should identify the procedures for answering questions without volunteering information.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Manual For Courts-Martial, Part V• NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions pertaining to testifying at official proceedings.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify facts of probable cause for command authorized searches
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The Fourth Amendment to the Constitution• Probable cause to search
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• Manual for Courts-Martial, Pages A22-28• NAVEDTRA 12740, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Fourth Amendment to the Constitution and how to determine probable cause to search.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inform commands of personnel detained in custody
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Who has jurisdiction over personnel detained in custody• The procedures for handling detained personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for handling detained personnel.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Read and explain Miranda rights to civilian suspects
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The requirements for giving the Miranda warning to civilians• The requirement that the warning be given by law enforcement personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about giving the Miranda warning.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify limits of jurisdictional authority
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Who has jurisdiction over the person, place, and offenses• The procedures for handling service connection issues
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the limits of jurisdiction and the procedures for evaluating service connection jurisdiction problems.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify and employ use of force/deadly force
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The Navy policy concerning the use of force • The different methods of using force • Who has the authority to arm law enforcement personnel • When deadly force can be used
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 2 • OPNAVINST 5580.1, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Navy's policy concerning use of force and deadly force.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate offense of the uniform code of military justice (UCMJ)
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for conducting investigations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting investigations.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate and conduct authorized searches
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Standard search forms to be completed • Patterns of searches and their uses
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual For Courts-Martial, MRE 300-317 • NAVEDTRA 12740, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the search forms to be completed, the different types of searches, and the proper techniques to be used when conducting searches.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct Surveillance
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Surveillance planning and preparation• The types of surveillances and the methods used
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the planning and preparations for conducting surveillance and the different types and methods used.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify narcotics and dangerous drugs
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The Navy's policy on drug offenses • Maximum punishment • The history of nonnarcotic drugs • Commonly used terms dealing with narcotics • The Federal Controlled Substance Act (FCSA) • Drug characteristics • Illicit labs by reagents present • Designer drugs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Navy's policy on drug offenses; maximum punishment that may be imposed; nonnarcotic drugs and the definition of the most commonly used drug terms; registration, recordkeeping, and distribution; security requirements outlined by the FCSA; characteristics of deliriants; designer and look-alike drugs; and how to recognize illicit laboratories.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate detector dog searches and inspections
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The types of MWD teams • The certifications required • Uses aboard ship • The guidelines to be followed when used to conduct searches • The differences between searches and inspections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5585.2, Chapter 2 • NAVEDTRA 12740, Chapter 11
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different types of MWD teams, the certification required, their uses aboard ships, and the guidelines to be followed when conducting searches and inspections.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Apprehend suspects
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify:</p> <ul style="list-style-type: none"> • The legal meaning of apprehension • When/how to approach • The requirements for taking someone into custody
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual For Courts-Martial , Rule 302 • NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the legal definition of apprehension; when and how to make an apprehension; and taking someone into custody.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue weapons and ammunition
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for: <ul style="list-style-type: none">• Checking weapons cards• Clearing and stowing weapons
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 6• NAVEDTRA 12740, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about issuing and clearing weapons and about stowage procedures.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct field sobriety tests, administer breathalyzer tests, and prepare/process alcohol influence reports (DD 1920)
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify:</p> <ul style="list-style-type: none"> • The types of tests • The forms used to record/report test results
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of sobriety tests and the forms needed to document the results of these tests.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct/record interrogations and interviews
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The validity of the information divulged • The fear of self involvement • The inconvenience to appear • The resentment toward police • Personality conflicts
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 15 • OPNAVINST 5580.1, Chapters 14 and 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the procedures for checking the validity of information received, acknowledging the fears personnel have about giving information, their possible resentment toward the investigators, and the possibility of personality conflicts between the suspect and the interviewer.</p>

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assign case control numbers
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for assigning case control numbers.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 14• NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about assigning case control numbers.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct patrols (vehicle, foot, etc.)
<i>Knowledge</i> you should have to perform this skill:	You should be able to identify the types of patrols (routine, patrolman-initiated, service, and administrative task).
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 11• NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question about the types of patrols.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform fingerprinting techniques
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Define terms used in classifying fingerprints • List the steps required to lift fingerprints • Explain how to find and process fingerprints • Explain the importance of accurate fingerprint records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 17 • NAVEDTRA 12740, Chapter 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the terms used to identify and classify fingerprints; the steps used to lift prints; how to recover and process prints; and the importance of good records.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform weapons qualifications and requalifications
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Explain the weaver technique • Recall the requirements for acting as a range safety officer • Recall general firing rules
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Appendix C • NAVEDTRA 12740, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper stance to use when firing weapons; the safety precautions that have to be met; and the basic rules for being on and running a weapons range.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform crisis intervention (domestic disturbances, suicide, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The role of law enforcement personnel in neutralizing a crisis • How to approach a crisis scene • Operating procedures for entering a building • Actions to be taken with verbal and violent disputes • General facts about suicide
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 18 • NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the role of the patrolman in neutralizing a crisis, how they should approach and enter the scene, the action to be taken with the disputes, and the general facts about suicide.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct stops (routine, felony, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The procedures for conducting traffic stops • The removal of a suspect (driver) • How to clear a vehicle
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 11 • NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting traffic stops, the removal of a driver and any passengers, and the techniques used to clear a vehicle.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Implement the victim/witness rights and responsibilities program
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall that all victims/witnesses should be:</p> <ul style="list-style-type: none"> • Treated with respect and fairness • Protected from the accused • Notified of court proceedings and given the opportunity to be present • Given the opportunity to confer with an attorney
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5800.11a • DoD Directive 1030.1 • DoD Directive 1030.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question about how you should treat victims/witnesses, how to protect them, when to notify them of court proceedings, and their attorney access rights.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Respond to alarms
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The procedures for monitoring and testing alarms• The actions to be taken when responding to an alarm
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for monitoring and testing alarms and the procedures to be followed when responding to an alarm.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Respond to bomb threats
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Information the caller has about a bomb and its location• How to complete OPNAV Form 5527/8
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to gain information from a caller about a bomb and its location and the form used to record bomb threats.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Transmit and receive with two-way radios
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • Procedures in terms of net organization • Standard 10 code • Plain language
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 13 • NAVEDTRA12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of two-way radios; the standard 10 code, and plain language communications.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Dispatch security personnel
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for dispatching personnel.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 13 • NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures used to dispatch personnel.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct field tests
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The drug kits that are used in the field• The capabilities of the field kits• The reliability of the kits
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the drug test kits used in the field, what they are capable of testing, and the accuracy of the tests.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct building/lighting/perimeter checks
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The requirements for lighting • The intervals for conducting building and perimeter checks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5530.14, Chapter 7 • NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the requirements for protective lighting and the intervals for performing building and perimeter checks.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Direct traffic (vehicle/pedestrian)
<i>Knowledge</i> you should have to perform this skill:	You should identify the procedures for directing vehicular and pedestrian traffic.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 11200.5C, Page 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on directing vehicular and pedestrian traffic.

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General MA skill area	Law Enforcement and Investigation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate vehicle accidents
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to investigate accidents involving government vehicles/property • How to investigate accidents involving personal injury/fatalities • The minimum damage that requires a report to be completed
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 11200.5C, Page 11
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on accidents that involve military vehicles and personnel and the different reports that must be completed.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine vehicle speed with radar systems
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Typical uses • Calibration and test • Training and certification
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the typical uses, calibration/testing, and the training and certification required to operate radar systems.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Patrol, monitor, and report potential off-limits areas/establishments
<i>Knowledge</i> you should have to perform this skill:	You should identify: <ul style="list-style-type: none">• The areas to be patrolled• Off limits areas• The procedures for monitoring off-limits establishments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the areas to be patrolled, areas designated as off-limits, and the monitoring of all off-limits establishments.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate abandoned vehicles
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for processing abandoned vehicles.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 11200.5C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures to follow when processing an abandoned vehicle.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inventory emergency vehicle equipment
<i>Knowledge</i> you should have to perform this skill:	You should be able to identify the required equipment for emergency vehicles.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the required equipment kept in emergency vehicles.

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General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Safeguard/preserve evidence chain of custody
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • Who is responsible for the chain of custody • How to keep a chronological record
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 17 • NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about who is responsible for the chain of custody and how to maintain the chronological records.

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General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Secure/inspect crime/accident scenes
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The types of crimes/accidents • How to secure the crime/accident scene • Possible tools of the crime
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 17 • NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about securing a crime scene, the type of crime or accident, and the tools used to commit a crime.

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General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Document, crime/accident scene evidence
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The steps used in getting evidence ready for shipment• The reasons evidence will be shipped• The disposition of the evidence after the case is over
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVEDTRA 12740, Chapter 17• OPNAVINST 5580.1, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for shipping evidence, the reasons to ship evidence, and the steps for disposing of the evidence after the case is closed.

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General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Seize, preserve, and mark evidence and contraband
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• How to secure the scene• Who should collect evidence• Who should mark and tag the evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 17• NAVEDTRA 12740, Chapter 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for securing a crime scene and the collection, marking, and tagging of all evidence and contraband.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control access points to security areas
<i>Knowledge</i> you should have to perform this skill:	You should recall the degree of control that must be maintained in keeping with the sensitivity, classification, and value of property being protected
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the degree of control required in conjunction with the classification and value of the property.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Stow weapons
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The procedures for stowing weapons • Custodial responsibility
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for stowing weapons and the accountability of all issued weapons.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Safeguard Keys
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The procedures for stowing keys • The frequency of inventories • The key custodian's responsibility
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 8 • OPNAVINST 5530.14C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for stowing keys and the accountability of all issued weapons.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor/test alarm systems
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The procedures for monitoring/testing alarm systems • Acceptable response times
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 8 • OPNAVINST 5530.14C Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for testing alarms and the allowable response times for all monitored alarms.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor and inspect MAA communications systems
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The primary means of communicating in a patrol activity • Transmission procedures • Standard 10 code • Plain language communications
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 13 • NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the primary means of communicating in a patrol activity; transmission procedures; standard 10 codes; and the use of plain language.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct access control inspections
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for conducting control inspections.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 3120.32, Chapter 3• NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting quarterdeck and access control inspections.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Stow special equipment
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for stowing special equipment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about storage facilities and the procedures of operations.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct/coordinate urinalysis observers and collection
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures for collecting samples • Limitations on the use of results • Types of test authorized and by whose authority • After-care/rehabilitation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5350.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for collecting samples, how the results can be used, the different types of tests, and military provided after-care and rehabilitation.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor daily muster reports for unauthorized absentees (UA)
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for verifying the muster report.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about checking the daily muster report for unauthorized absentees.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Control personnel lines (ship's store, pay, etc.)
<i>Knowledge</i> you should have to perform this skill:	You should identify the procedures for controlling personnel lines.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for maintaining order in personnel lines.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor liberty parties
<i>Knowledge</i> you should have to perform this skill:	You should be able to identify: <ul style="list-style-type: none"> • Unnecessary personnel on the quarterdeck • Personnel under the influence of alcohol
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for keeping the quarterdeck clear and the handling of intoxicated personnel returning to the ship.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue uniform deficiency slips
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for issuing deficiency slips.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3120.32C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for issuing uniform deficiency slips.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Muster/escort restricted personnel
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for mustering/escorting restricted personnel.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3120.32C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to muster/escort restricted personnel.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare restricted men's report
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for preparing a restricted men's report.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3120.32C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation of the restricted men's report.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Restrain personnel applying (PART)
<i>Knowledge</i> you should have to perform this skill:	You should recognize: <ul style="list-style-type: none">• Come-along holds• Choke and body holds• Pain and compliance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different types of come-along holds and the uses of choke and body holds.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Engrave personal property
<i>Knowledge</i> you should have to perform this skill:	You should recall the requirements of the Navy operation identification program.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Navy operation identification program.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct inspections to ensure sweepers, taps, and reveille are held/review HMUG and MSDS
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall the procedures for:</p> <ul style="list-style-type: none"> • Conducting sweepers, taps, and reveille • Checking the hazardous material users guide • Reviewing the material safety data sheet
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about checking sweepers, checking the ship lights when taps is called, checking racks at reveille; and for knowing how to use the hazardous material guide along with the MSDS.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor closed circuit television security systems
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for monitoring closed circuit television
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the uses of closed-circuit television and how it compliments an IDS system.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide security escort services
<i>Knowledge</i> you should have to perform this skill:	You should identify the procedures for conducting escort services.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 11 • NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for conducting escorts.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform honors and ceremonies (sea burial, change of command, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize the procedures for:</p> <ul style="list-style-type: none"> • Determining who's eligible • Documents required • Places of disposition • Ceremonial procedures • Information provided to the next of kin
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15555C • NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for conducting military funerals at sea.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Apply law enforcement code of ethics
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for: <ul style="list-style-type: none"> • The protection of life and property • Preserving the peace • Preventing crime • Detecting and apprehending violators • Enforcing all laws and regulations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for protection of life and property; what you should be doing to keep the peace; how to detect and prevent crime, and how to enforce laws and regulations and apprehend violators.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Apply safe practices regarding bloodborn pathogens
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for handling personnel and the use of safety gloves.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about bloodborn pathogens.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate emergency vehicles
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Types of service• Types of patrol• Types of activity• Administrative tasks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 11• NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the functions of an emergency vehicle; the types of patrols and activities, and administrative tasks to be performed.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Liaison with other law enforcement agencies (NCIS, local, etc.)
<i>Knowledge</i> you should have to perform this skill:	You should recognize the procedures for: <ul style="list-style-type: none">• Using the Federal Assimilative Crimes Act• Contacting other agencies
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used to contact other agencies.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process awardees for correctional custody unit/brig
<i>Knowledge</i> you should have to perform this skill:	You should recall how to prepare and process: <ul style="list-style-type: none"> • Confinement orders (NAVPERS 1640/4) • Prisoner badges (NAVPERS 1640/16) • Prisoner release orders (DD Form 367)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 1640.9B, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about processing confinement orders and preparing prisoner badges and release orders.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Collect uniforms/government property from personnel discharged for disciplinary reasons
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Who is responsible for conducting the inventory • Who should maintain custody of the uniforms/government property
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3120.32C, Chapter 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the collection and inventory of uniforms/government property from members being discharged.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare urinalysis documents (ledger, labels, custody documents, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify:</p> <ul style="list-style-type: none"> • The information required to complete each label • The types of testing premises/authority • The types of inspections • Fitness for duty • After-care and surveillance testing
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5350.4, Appendix B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for filling out the labels; the different types of testing premises, consent or probable cause; the five types of inspections and fitness for duty, and rehabilitation, after-care, and surveillance.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process incident complaint reports (ICR) (OPNAV 5527/1)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • When a ICR should be completed • How to assign a case control number • The dissemination process
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing an ICR, how to assign a case control number, and who should receive a copy of the report.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process traffic accident reports (OPNAV 5527/1A)
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for completing a traffic accident report.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to complete a traffic accident report.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process voluntary statements (OPNAV 5527/2)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to prepare a voluntary statement • The oath taken after completion of a voluntary statement
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Appendix A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the preparation of voluntary statements and the oath given at the end of voluntary statements.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process civilian suspects acknowledgement and waiver of rights
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• That all civilians are given the Miranda warnings• That the warning must be given by law enforcement personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the reading of the Miranda warning and who has to give the warning.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process permissive authorization for search and seizure (OPNAV 5527/16)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to demonstrate the voluntary nature of the consent • The suspect's right to refuse • The requirement to provide a receipt for any property seized
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 4 • NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about permissive authorization to search; the suspect's right to refuse, and the receipt for seized property after the search has been completed.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Fill out/process military suspect's acknowledgement and waver of rights (OPNAV 5527/3)
<i>Knowledge</i> you should have to perform this skill:	You should identify the procedures for advising military personnel of their rights.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 4 • NAVEDTRA 12740, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about advising military suspects of their Article 31 rights.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and process evidence/property custody documents (OPNAV 5527/17a)(OPNAV-5527/17b) (OPNAV5527/22)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • How to record the chain of custody • The procedures for storage and inventory • The procedures for transfer and shipment • The procedures for disposition of items
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 17 • NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the completion of the chain of custody document, inventory and storage, how to transfer the evidence from one court to another, and the disposition of evidence.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain/process desk journals and communications logs (OPNAV 5527/19 and 5527/25)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The chronological nature of the reports• Their use as backup references and support for other documents
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for completing a desk journal/communication log and what they are used for.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Fill out/process field interview cards (OPNAV 5527/21)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • When this form should be completed • Who should complete the form • How it can help investigations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Appendix A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for completing the form and how it is used by investigators..

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare fingerprint cards (OPNAV 5527/27)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The procedures for filling out a fingerprint card• The inking methods used• Getting the fingerprint impressions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing a fingerprint card, the methods used for inking, and the procedures used to get good impressions.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process armed forces traffic citations (DD form 1408)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures for filling out a traffic citation • The procedures for on-base traffic court • The military point system against the base decal
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing a traffic citation, the methods used to conduct traffic court, and the procedures for assigning points against the base decal.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process investigative notes and maintain/process interview logs (OPNAV 5527/6-OPNAV 5527/7)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The nature of investigative notes used by police officers in the field • The requirement to submit case notes to the security department for inclusion in the case file • The requirement to start an investigator's log prior to asking any questions • Why two investigators are needed
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 15 • OPNAVINST 5580.1, Appendix A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when the investigators notes are taken, when case notes should be submitted to the security department, when you should start the investigator's log, and how many investigators are required to conduct an interview.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Fill out/process command authorization for search and seizure (OPNAV 5527/9)
<i>Knowledge</i> you should have to perform this skill:	You should recognize this type of search as one directed by the Commanding Officer.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for conducting a command authorized search.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue temporary vehicle passes
<i>Knowledge</i> you should have to perform this skill:	You should recognize the registration policy and procedures for issuing temporary passes.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 11200.5C, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for issuing temporary passes.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Antiterrorism/Force Protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish/maintain incident perimeter
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The personnel to be used • The intrusion detection system • The guards' responsibility
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for selecting personnel and the rotation of guard duty; the different types of intrusion detection systems, and the guards' responsibility.

Advancement Handbook for MA3

General MA <i>Skill Area</i>	Antiterrorism/Force Protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Clear buildings/areas
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The identification badges used in your buildings • Where to locate a building roster • The location of duress alarms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for issuing identification badges, the location of the personnel rosters for the building, and the location of the duress alarms.

Part 2

Advancement Handbook for MA2

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inform accused of appeal rights
<i>Knowledge</i> you should have to perform this skill:	You should recall <ul style="list-style-type: none">• Who should give the appeal rights• Who receives the appeal• How long you have to file an appeal
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 6 Manual for Courts-Martial, Section V-5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about who should give the appeal rights, what person it goes to after it is completed, and how long you have to get it turned in.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief personnel on status of forces agreement
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures for protecting U.S. personnel subject to foreign jurisdiction • Who pays counsel fees and other expenses in foreign tribunals • Care and treatment of U.S. personnel confined in foreign penal institutions • Reporting procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 2 SECNAVINST 5820.4G
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for protecting U.S. personnel, the expenses of a foreign tribunal, the treatment of U.S. personnel, and the reporting procedures.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct/monitor military customs inspections
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The training required for customs inspectors • The facilities and equipment used • The procedures to be followed during customs inspections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 5030.49, Chapter 1 • NAVEDTRA 12740, Chapter 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the training required to be a customs inspector, the equipment and facilities used, and the procedures to be followed during a customs inspection.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify personnel by photographs, drawings, or line-ups
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to identify persons using composite photographs • How to obtain the services of an artist to create a composite from the memory of the witness • The procedures for conducting a lineup
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for using composite photographs, creating drawings from memory, and the procedures that must be followed while conducting a lineup.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Preserve accident scene evidence
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures to establish and maintain chain of custody • Who is responsible for the safekeeping of evidence • The duties of the evidence custodian • The forms and records used to safeguard evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 17 • OPNAVINST 5580.1, Chapter 17 • Manual for Courts-Martial, Chapter III
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about maintaining the chain of custody, the safekeeping of evidence, the duties of the custodian, and how to complete the necessary forms.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, submit, and dispose of evidence and contraband
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The steps used in getting evidence ready for shipment • The reasons evidence will be shipped • The disposition of the evidence after the case is over
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 17 • OPNAVINST 5580.1, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for shipping evidence, the reasons to ship evidence, and the steps for disposing of the evidence after the case is closed.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assign evidence custody log number
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• What is needed for a log number• Who will assign the number• How it is entered into the log
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what makes up a log number, who will assign the number, and how it is entered into the log.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Package and mail controlled substances for testing
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The procedures for packing: • The requirements of the chain of custody • How to mark the container for shipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used for packaging for shipment, how to maintain the chain of custody and the procedures for marking the containers.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct security inspections
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize:</p> <ul style="list-style-type: none"> • The requirement for daily checks of restricted spaces • The buildings ingress and egress points • Who to report the deficiencies or violation to • How to complete OPNAV Form 5527/1
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 10 • OPNAVINST 5530.14C, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the duties of the person responsible for conducting the survey and the requirements of the inspections, who the deficiencies are reported to, and the procedures for completing OPNAV form 5527/1.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Package and mail urinalysis specimens for testing
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to package specimens • The types of secondary containers used for shipping • The modes of transportation used for shipping • Laboratory handling procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5350.4B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the requirement for packing specimens for shipment, the types of containers used for shipping, the different modes of shipping the specimens to the lab, and the procedures for lab testing.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process urinalysis documents (ledger sheet, labels ,etc.)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The procedures for maintaining a urinalysis ledger• What is printed on the labels
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5350, B-3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing the ledger and the printing of the labels.

Advancement Handbook for MA2

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare telephonic threat/complaint forms(OPNAV 5527/8)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• That this form is used for reporting any threatening communications• Where the form is located• That the form is an attachment to the ICR
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Appendix A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for handling threatening communications, where to locate the forms, and the accompanying paper work.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review interview/interrogation log (OPNAV 5527/7)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The three questioning techniques• The questioning sequence from general to specific• You have to check the validity of suspect's answers
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different questioning techniques used, the sequence in which you should ask the questions, and the procedures for verifying the suspect's answers.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide administrative assistance to other law enforcement agencies
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for providing administrative assistance to law enforcement agencies.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about sharing information from your department with other agencies, NCIS, and local police departments.

Part 3

Advancement Handbook for MA1

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inform commands of civil sentences awarded to personnel
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The limits of authority of commanders to resolve offenses • The areas not under military control • The use of non-punitive measures • Maximum punishment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual for Courts-Martial, Section V-5 • NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the limits of authority of commands used to resolve offenses committed off-base, the areas under military control, and the non-punitive measures.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assist in informal judge advocate general investigations (JAG)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The limits of jurisdiction • How to gather the evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual for Courts-Martial, Section II-19 • NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the limits of jurisdiction used by the investigating officer and the techniques used in gathering the evidence.

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief personnel on the legal rights of inquiry
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to get all the background information • How to gather the evidence • When the individual can refuse NJP
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Manual for Courts-Martial, Section II-19 • NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about gathering evidence and background information and the legal right to refuse NJP.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Recruit individual sources of information (iformers)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The selection of informants• Informant's motives• Management and control techniques• Techniques used with juveniles
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5580.1, Chapter 16• NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the process for selecting informants, their motives, the techniques used to control them, and how to handle juveniles.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Implement sexual assault victim intervention (SAVI) program
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The specific needs of victims • The definition of sexual assault • How to protect the victim's privacy • The development of a database to track certain sexual trends
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 1752.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the needs of the victim, the definition of sexual assault, the protection of the victim's privacy, and the development of a database to track certain sexual trends.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare field test reports
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The kits that are used in the field• The capabilities of the field kits• The reliability of the kits
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how to use the test kits, the capabilities of the kit, and the reliability of the kits.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Dispose of evidence/contraband
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures for packing and shipping evidence to the lab • The reasons evidence will be shipped • How to dispose of the evidence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 17 and Appendix II
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for packing and shipping evidence to the lab, the reasons for shipping, and questions on how to dispose of the evidence when the case is over.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Evidence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage evidence custodian program
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The chain of custody • Who is responsible for the safekeeping of the evidence • The forms and records used • The duties of the custodian
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 17 and Appendix II • OPNAVINST 5580.1, Chapter 17 • Manual for Courts-Martial, Chapter III
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for maintaining the chain of custody, who is responsible for securing the evidence, and the forms and records used.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Evidence
<i>A skill</i> you are expected to perform from the General Skill Area above:	Inventory evidence safe contents
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • When to complete an inventory • How to review the evidence log against the active log • Who conducts the inventory
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12740, Chapter 17 and Appendix II • OPNAVINST 5580.1, Chapter 17 • Manual for Courts-Martial, Chapter III
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for conducting an inventory, how to review the logs, and who is responsible for the inventories.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct physical security surveys
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The purpose of a survey• The three types of surveys
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5530.14C, Chapter 1• NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the purpose of conducting surveys and the three types of surveys.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate access control inspections
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for conducting access inspections.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 11 NAVEDTRA 12740, Chapter 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about checking individual identifications and the requirements for entering a secure area.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct crime prevention program briefs
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall;</p> <ul style="list-style-type: none"> • The two factors of a crime • Police preventive techniques • Ways to determine that the survey is a professional and technical review and analysis • The relationship of crime prevention surveys to physical security inspections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about elimination of crime, the techniques used, how to conduct a survey and give the brief, and the difference between crime prevention and physical security.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process disposition of offenses reports (NAVPERS 1626/7)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The functions of the offense report • The previous record of the accused being advised of his rights • The actions of the Commanding Officer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the functions of the disposition of offense report, the previous record of the accused, and the actions taken by the Commanding Officer.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/process investigative notes envelopes
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • What you know about the case • What you know about the interviewee • The information to be sought in the interview
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 14 • NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting an interview and the different techniques used to get information from the interviewee.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/review evidence logs (OPNAV 5527/24)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Who will maintain the log • What has to be put into the log • In what order the entries are recorded into the log • How log numbers are assigned
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 14 • NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about who will be responsible for keeping the log, what will be entered in the log, the order things go in, and how log numbers are assigned.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Dispose of abandoned/recovered property
<i>Knowledge</i> you should have to perform this skill:	You should recall that all abandon property will be sent to the nearest Defense Property Disposal Office.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5580.1, Chapter 17 • NAVEDTRA 12740, Chapter 17
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see a very limited number of questions about the disposal of abandoned or recovered property.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare command investigator identification cards (OPNAV-5527/26)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Who will have credentials• Who has to sign the card
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about who will be required to have identification cards and who has to sign them.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare confinement orders
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• That the order must include details of the offense• That there must be a medical certification
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 1640.9, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about completing a confinement order.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inventory personal effects of deceased or deserted personnel
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The classifications of personal effects• The five categories of personal effects• The four things the supply officer is responsible for regarding personal effects
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the classifications and categories of personal effects and the supply officers responsibilities regarding personal effects.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Antiterrorism/Force protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Employ antiterrorism measures
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The U.S. Government policy on combating terrorism • The agencies that make up the formal structure the government uses to combat terrorism
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the U.S. policy on combating terrorism and the agencies used by the U.S. to combat terrorism.

Advancement Handbook for MA1

General MA <i>Skill Area</i>	Antiterrorism/Force protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct antiterrorism awareness training
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The definitions used • Some of the different terrorist groups • Terrorist support structures • How terrorists are recruited and trained • Intelligence collection and analysis
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the definitions used in describing terrorism, all the different terrorist groups, how the groups are formed, the recruitment of new members and the collection of information.

Part 4

Advancement Handbook for MAC

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General MA <i>Skill Area</i>	Legal
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief prosecuting/defense attorneys
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for briefing all information gathered during your investigation.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about briefing cases that you have investigated.

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General MA <i>Skill Area</i>	Law Enforcement and Investigations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Mark items with detection powders
<i>Knowledge</i> you should have to perform this skill:	You should recall the procedures for applying detection powder.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the steps for applying powder to items.

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General MA <i>Skill Area</i>	Physical Security
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review and report results of physical security surveys
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The purpose of the survey• The types of surveys
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 1 NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the purpose of conducting surveys and the three types of surveys.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief commands on additional security requirements for ships
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • When a sentry has to be posted • The location of the sentry
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about posting a sentry, the general location of sentries, and the safe posting distances away from the ship.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct command security program briefs
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • That it is an assessment, not an inspection • That the intent is to update the commanding officer • The requirement to give the results of surveys
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting the assessment and the intent of updating the commanding officer.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief commands on upgrading threat conditions
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• Threat assessment• Risk management• Types of threats
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting threat assessment, risk management, and the four threat types.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate physical security review committee/board (PSRC/PSRB)
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify:</p> <ul style="list-style-type: none"> • Threat assessment planning • Force protection • Terrorism response
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about threat assessment, force protection, and the types of responses to terrorism incidents.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate loss prevention sub-committee (LPS)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • That this committee is part of the physical security review team • Who makes up the committee • How to conduct loss trends analysis • How to determine preventive and disciplinary measures to be taken
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5530.14C, Chapter 1 • NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how the committee is made up, who conducts the trend analysis, and the preventive and disciplinary actions taken.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Brief command on employment of auxiliary security force (ASF)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • When an ASF needs to be formed • The size of the ASF • The training and qualifications required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5530.14C, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about establishing an ASF, the size required for the number of people assigned, and the training/qualifications needed.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and implement a command physical security plan
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The types of threats • The different methods used • What assets you have to protect • How to develop realistic countermeasures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5530.14C, Chapter 2 • NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of threats, the methods used, what assets have priority as far as protection, and the development of countermeasures.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop/implement/monitor and conduct crime prevention programs
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The terms used in crime prevention • The two factors of any criminal act • The prevention of specific crimes • How to complete crime prevention surveys
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the terms used in crime prevention and what makes a criminal act; the prevention of specific crimes, and the procedures used to complete a crime prevention survey.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate missing, lost, stolen, and recovered programs (MLSR)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none">• The procedures for reporting a loss• How to inventory recovered property• Who should receive the reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures used in reporting lost material, the steps taken to inventory recovered material, and the procedures for completing the paper work.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop host tenant and interservice support agreements/memorandums of understanding
<i>Knowledge</i> you should have to perform this skill:	You should recall the purpose and procedures for briefing the command.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect to see very few, if any, questions about support agreements and memorandums of understanding.

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General MA <i>Skill Area</i>	Physical Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare crime statistical reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The use of recorded data • How to calculate percentages and determine rates • How to present statistical data • The fundamentals of graphic and tubular charts • The use of frequency distribution tables
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 18
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the uses of recorded data, how to do the calculations; the presentation of the data, the different types of charts and graphs, and the use of frequency distribution tables.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Instruct shipboard shore patrol personnel
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Overall training • The procedures for giving daily briefs to explain the scope of shore patrol responsibilities • The mission of the shore patrol
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 12 and 14
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the techniques used in the training, how to give the daily briefs, and the overall mission of the personnel assigned to shore patrol duties.

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General MA <i>Skill Area</i>	General Duties
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop law enforcement physical security training programs
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • How to schedule training • How to evaluate training • How to record the training • The types of training
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5580.1, Chapter 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the scheduling of security training, the evaluation of the training by using a field training officer, and the types of training required.

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General MA <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Screen command investigative summaries and complaint reports
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall that the reports:</p> <ul style="list-style-type: none"> • Are tailored to the command • Should be logically and concisely prepared • Should show what is inferred or theorized
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12740, Chapter 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing the reports, the layout of the reports, and the types of information to be used.

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General MA <i>Skill Area</i>	Antiterrorism/Force protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise antiterrorism measures
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The characteristic of terrorism • The U.S. Government policy • The DoD program for combating terrorism • Threat analysis and warning • The assessment of risk
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about terrorist organizations, the governments policy for combating terrorism, the terrorist threat levels, and the risk assessment.

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General MA <i>Skill Area</i>	Antiterrorism/Force protection
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research/coordinate antiterrorism awareness training
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The threat levels • Threat warnings • The use of integrated terrorist threat estimates
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 3300.54, Chapter 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different threat levels, the warnings that are given, and the use of threat analysis.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
MA3	OPNAVINST 5580.1	Law Enforcement Manual	Chapters- 1,3, 4, 6, 9, 11, 12, 13, 14, 15, 16, 17, and Appendix A	Note 1
	OPNAVINST 5530.14C	Navy Physical Security Manual	Chapters- 1, 3, 7, and 8	Note 1
	OPNAVINST 11200.5C	Motor Vehicle Traffic Supervision	ALL	Note 1
	OPNAVINST 3120.32	Standard Organization And Regulations Of The U.S. Navy	Chapters- 3 and 5	Note 1
	OPNAVINST 5585.2	Military Working Dog Manual	Chapter- 2	Note 1
	OPNAVINST 3300.54	Navy Combatting Terrorism Program	Chapters 8, 12	Note 1
	OPNAVINST 5350.4b	Alcohol and Drug Abuse Prevention and Control	Appendix B	Note 1
	SECNAVINST 5800.11A	Victim and Witness Assistance Program	All	Note 1
	SECNAVINST 1640.9B	Department Of The Navy Corrections Manual	Chapter- 4	Note 1
	NAVPERS 15555.C	Navy Military Funerals	All	Note 4
	NAVEDTRA 12740	Master-At-Arms	Chapters- 2, 3,4, 5, 6 ,7, 8, 10, 11, 12, 14, 16, 17, and 18	Note 2
	MCM	Manual For Courts-Martial	Parts III and V and Appendix	Note 3

		United States	22-23 MRE 300-317	
You are responsible for the references at the following paygrade as well as all preceding references.				
MA2	OPNAVINST 5580.1	Law Enforcement Manual	Chapters- 9, 12, 13, 14, and 17	Note 1
	OPNAVINST 5530.14C	Navy Physical Security Manual	Chapters- 1, 2 and 3	Note 1
	DOD 5030.49/ OPNAVINST 5840.3A	Customs Inspection	Chapter- 1	Note 1
	SECNAVINST 1640.9B	Department Of The Navy Corrections Manual	Chapter- 8	Note 1
	SECNAVINST 5820.4G	Alcohol and Drug Abuse Prevention and Control	All	Note 1
	MCM	Manual For Courts-Martial United States	Chapters- 2 ,3 and V-5	Note 3
	NAVEDTRA 12740	Master-At-Arms	Chapters-2, 6, 7, 10, 12, 13, 15, and 17	Note 1
You are responsible for the references at the following paygrade as well as all preceding references.				
MA1	OPNAVINST 5580.1	Navy Law Enforcement Manual	Chapters- 1, 3, 14, 16, and the Appendix	Note 1
	OPNAVINST 5330.14C	Navy Physical Security Manual	Chapter- 1, 2	Note 1
	OPNAVINST3300.54	Navy Combatting Terrorism Program	Chapters 2, 3, 8, 12	Note 1
	SECNAVINST 1752.4	Sexual Assault Prevention and Response	All	Note 1
	SECNAVINST 1640.9	Department of the Navy Corrections Manual	Chapter 7	Note 1

	MCM	Manual For Courts-Martial United States	Chapter V-5	Note 3
	NAVEDTRA 12740	Master-At-Arms	Chapters- 1, 3, 4, 6, 9, 10, 11,12, 14, 15, 17, 18, and Appendix II	Note 2
You are responsible for the references at the following paygrade as well as all preceding references.				
MAC	OPNAVINST 5580.1	Navy Law Enforcement Manual	Chapter 7	Note 1
	OPNAVINST 5530.14b	Navy Physical Security Manual	Chapter 1, 2, 4	Note 1
	OPNAVINST 3300.54	Navy Combatting Terrorism Program	Chapter 1, 5	Note 1
	NAVEDTRA 12740	Master-At-Arms	Chapter- 6, 10, 12, 14, 15, 18	Note 2
<p>LEGEND: All Naval publications and instructions are available from the Navy Publication and Forms Center (NPFC) at NAVICP-Philadelphia via MILSTRIP procedures. A listing of publications & forms as well as their numbers are available on the NAVSUP P-2002D. Below is a list of additional sources and stocking points.</p> <p>Note 1 – Unclassified OPNAV and SECNAV instructions are available online at http://ned.s.nebt.daps.mil/Directives/dirindex.html</p> <p>Note 2 – Naval training manuals (TRAMANs) and nonresident training courses (NRTC)s are available online at www.cnet.navy.mil/netpdtc/products.htm</p> <p>Note 3 – To order, MILSTRIP to NAVICP PHILA (Stock No. from NAVSUP P2002) or via INTERNET http://www.nll.navsup.navy.mil</p> <p>Note 4 – To order NAVPERS, write to Bureau of Naval Personnel, Casualty Assistance Branch Pers 663, @Navy Annex, Washington DC, 20370-6630</p>				